

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 02-032

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: January 14, 2002

SUBJECT: January 15, 2002 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The January 15, 2002 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

"FY 2001-2002 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by January 5, 2002 have been processed for the January 15, 2002 payment. ADE's growth calculation report (APOR55-2) for each district is posted on each district's home page on ADE web site (<http://www.ade.az.gov/districts/default.asp>). (Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>.)

If you have questions regarding your 40th day Average Daily Membership please contact Mario Salinas (602) 542-8797 or e-mail msalina@ade.az.gov. If you have any questions regarding your 40th day Special Education Census data please contact Christina Beltran at (602) 542-3303 or e-mail cbeltra@ade.az.gov.

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline and Type 03 Tuition have been updated for the January apportionment calculation. These items are dependent on the processing of all applicable budget files. Budget files and worksheets have been released and processed. Check the submitted file status on your home page for processed files. Your districts budget status can be easily reviewed on a new page available at <http://www.ade.az.gov/districts/default.asp>. Look for this link: **New** [Click here for Budget/AFR Processing Status](#). Budget Vision previously provided instructions for processing of proposed and adopted budgets, including worksheets. Please be sure the district-wide budget, the school-by-school budget, worksheets, Revenue Budget, and 3a file have processed for your district. (Upload all budget files at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>. **Check the School Finance Bulletin Board for important budget file information before uploading any budget related file(s).**

Please contact school finance at schoolfinance@ade.az.gov with questions regarding the status of your budget files.

cc: County School Superintendents

January 15, 2002